

## Instructions for Downloading the FY 2009 BRASS Configuration File

1. Make sure BRASS is NOT running. If BRASS is running please exit the application.
2. From the BRASS website (<http://www.osbd.ky.gov/BRASS.htm>) select the FY 2009 BRASS Configuration File:

**BRASS**

BRASS is an acronym for Budget Reporting and Analysis Support System which is the Budgeting System currently used by the Commonwealth of Kentucky. This page contains information and templates dealing with Preparation of the Executive Budget Recommendation and the Budget of the Commonwealth. Additionally you will find information regarding the execution of the Budget of the Commonwealth.

To contact the administrators of the BRASS system follow this link: [Brass.Administrators@ky.gov](mailto:Brass.Administrators@ky.gov)

**Budget Preparation Templates and Report Library**

IMPORTANT BRASS Update for FY 2008:

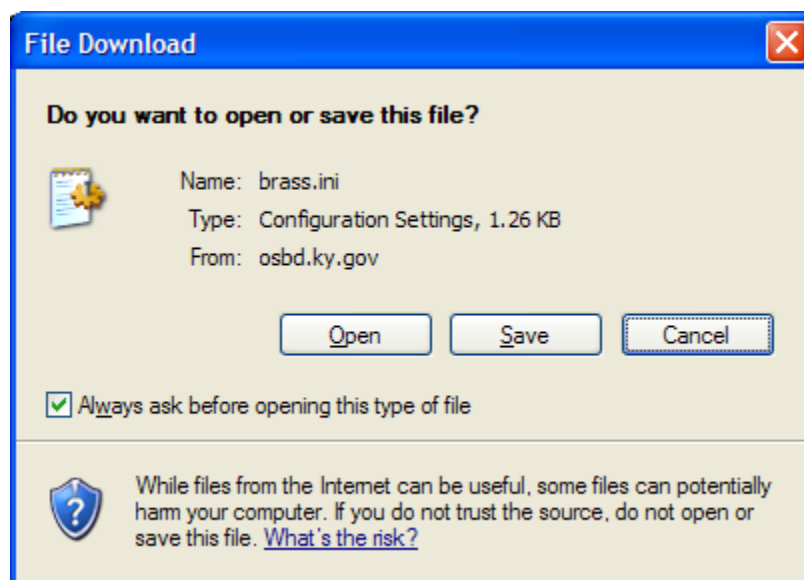
[08-10 Branch Budget Request Manual](#)

Aids to Calculations:

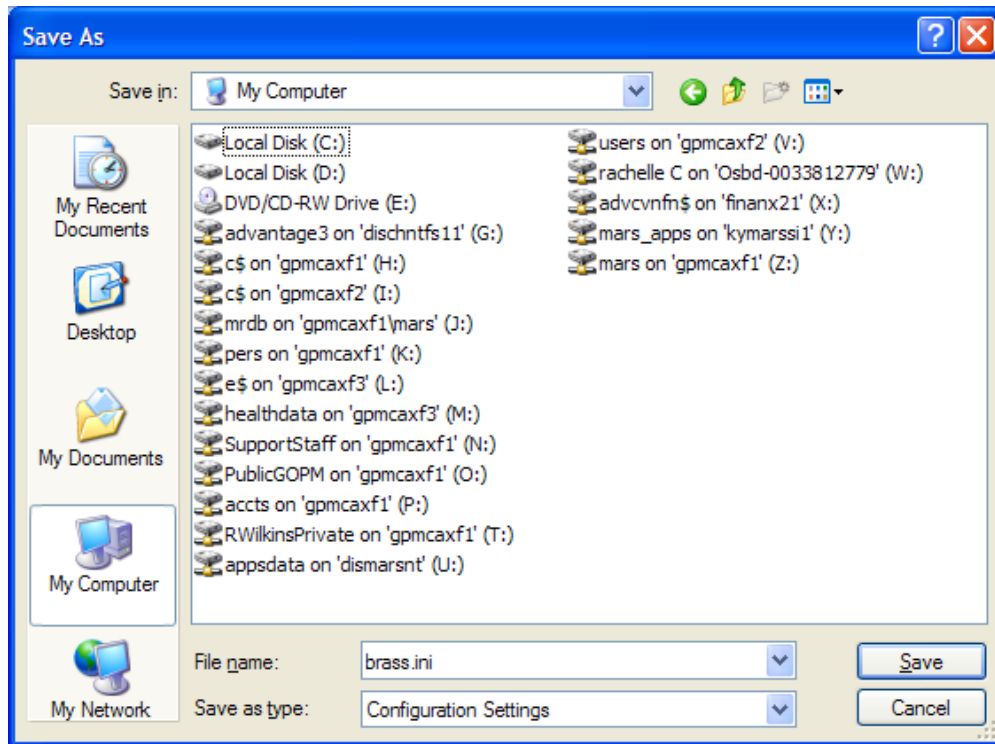
- [Commonwealth Office of Technology FB 2008-2010 Proposed Rates](#) (Updated 10-1-2007)
- [2008-2010 Workers' Compensation Premiums](#)

[FY 2009 BRASS Configuration File](#) - Brass.ini - Updated 4-30-2008 4:10 p.m.

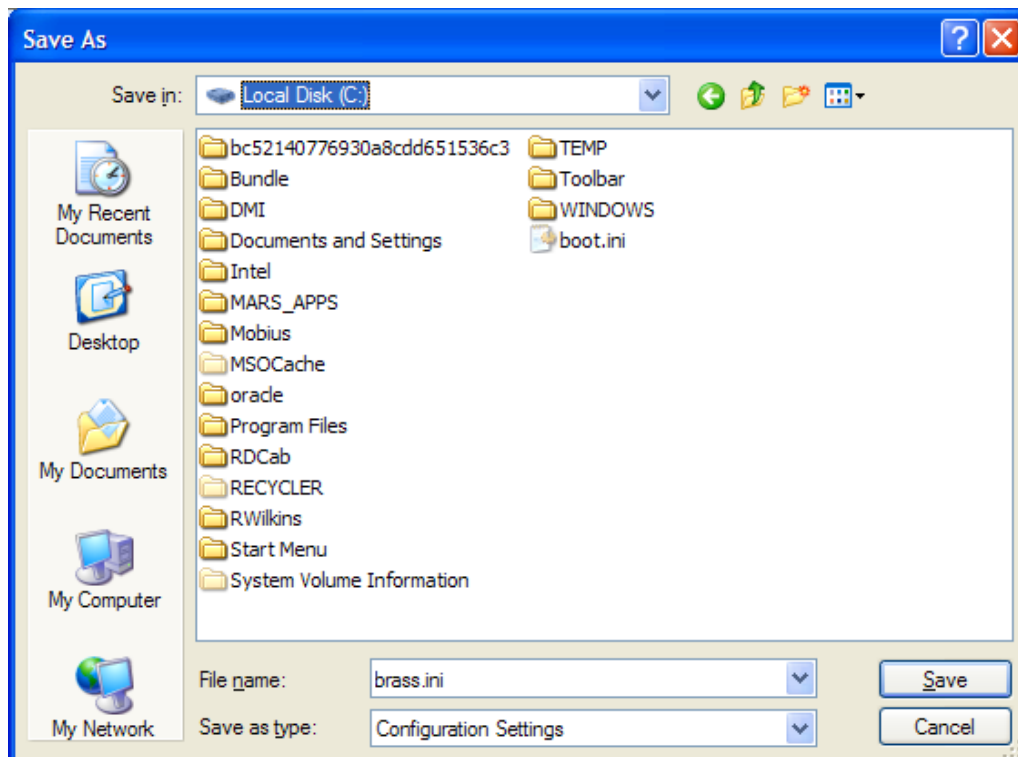
3. The File Download window should appear. Select **Save**.



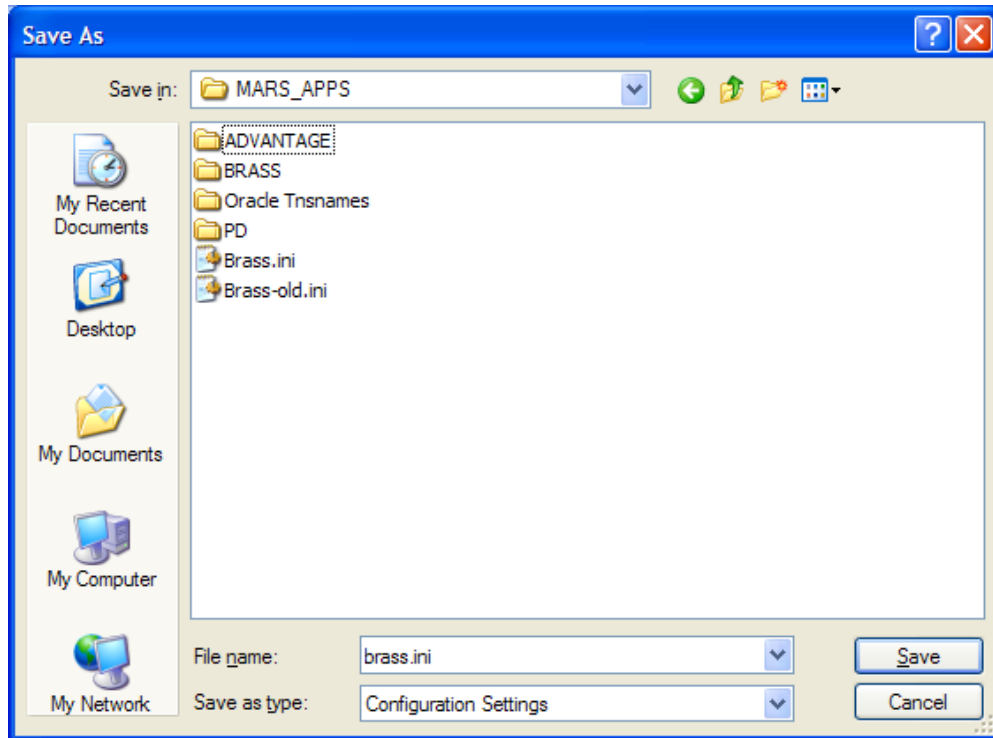
4. The Save As window should appear. In the Save In box select Local Disk (C:)



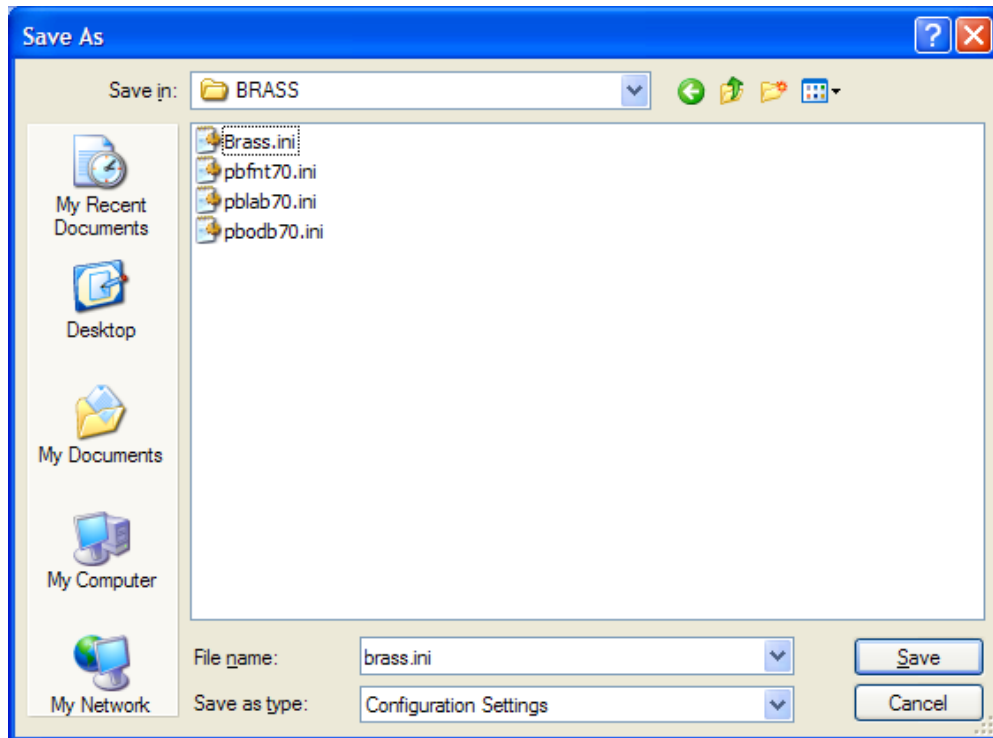
5. The Save In box will now reflect **Local Disk (C:)**. Double click on the folder **MARS\_APPS**.



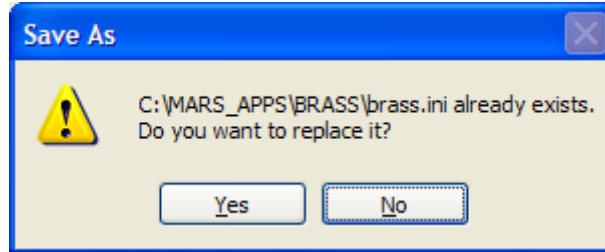
6. The Save In box will now reflect **MARS\_APPS**. Double click on the folder **BRASS**.



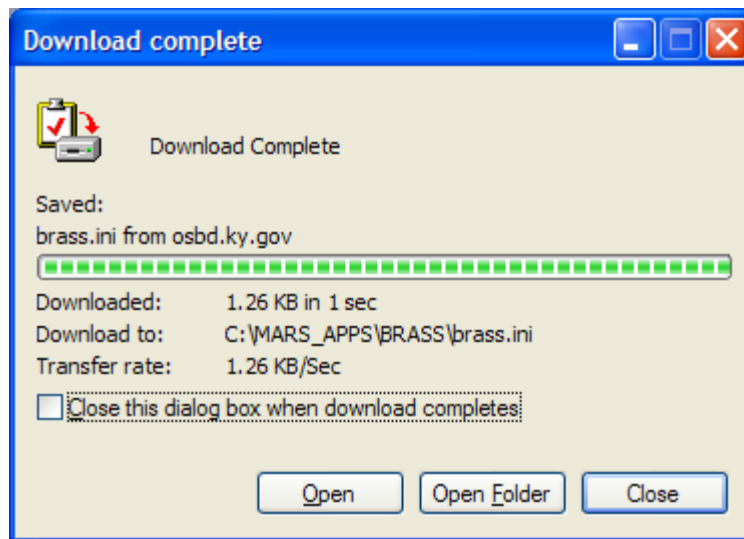
7. The Save In box will now reflect **BRASS**. Select **Save**.



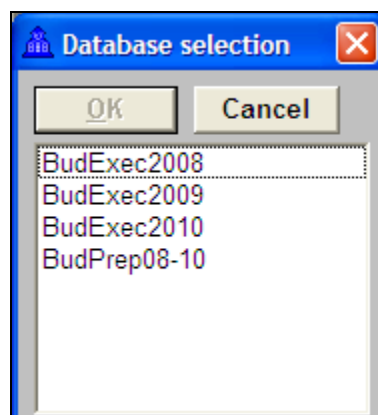
8. The following window should appear. Select **Yes**.



9. The Download Complete window will appear. Select **Close**.



10. Open BRASS. If the file successfully downloaded, the following Database Selection window will appear:



11. To access the BRASS Budget Execution 2009 database, select **BudExec2009**. Remember that you will need to create a password before access to your agencies information will be granted.

If you receive the following error when trying to access the BudExec2009 database, you will need to update your TNSNames.ora file. A TNSNames.ora file is available on the OSBD website. Please contact your agency IT Staff if you have any problems with this file.

Error Messages			
5/2/2007 10:55:39 S/N: 0		Org:	Grant:
User:	ID:	Fund:	MUD:
	DB:OR7	Program:	Object:
		Project:	Account:
Active Sheet: (None)		AMS FAX:(703)267-8412	
Your Name: <input type="text"/>		<div>Initial connect error</div> <div>Trans Error Code: -1</div> <div>DB Error Code: 12154</div> <div>DBMS: O73 ORACLE v9.x</div> <div>Database: BudExec2008</div> <div>Server Name: @be2008</div> <div>DB Error Message: ORA-12154: TNS:could not resolve service name</div>	
Phone: <input type="text"/> FAX: <input type="text"/>			
<b>Please describe the events leading to this problem:</b> <div></div>			
<div></div>			
<div>Exit the Program</div>		<div>Print</div>	